



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

DATE: [REDACTED]

TO: Christine M. Major
Acting Director, OHR

FROM: Executive Officer, [REDACTED]
Through: OHR Branch Chief _____

SUBJECT: Request for Exception to HHS Hiring Controls

This is a request for an exception to HHS hiring controls for the following position:

- Institute/Center: _____
- Position title, pay plan, series, grade - AND - Intramural Professional Designation (if applicable):

- Appointment type (e.g., Title 5, Title 42, Commissioned Corps):

- Number of positions for which exception is being requested: _____
- Organizational Title (if any): _____
- Initiative(s) to which the position is linked:
 - _____ President's Management Agenda
 - _____ HHS 20 Department-wide Objectives
 - _____ HHS Secretary's 500 Day Plan
 - _____ NIH Mission-related (includes congressional mandates)

- Describe how the position aligns with the initiative(s) identified above. (include the identified initiative(s) in this narrative)

- Impact on this initiative(s) if the position is not filled:

[Name of Executive Officer]

Decision:

_____ Approved

_____ Disapproved

Assistant Secretary for Administration and Management, DHHS

Date